



University of Alberta
Edmonton

Faculté Saint-Jean Library

Annual Report

April 1, 1989 - March 31, 1990

SUBMITTED TO THE CHIEF LIBRARIAN
AND DIRECTOR OF LIBRARIES

Prepared by
Juliette Henley
Head Librarian
Faculté Saint-Jean Library
(with the assistance of Cecilia Acat, Michel Boucher,
Danielle Bugeaud and Jacqueline Girouard)

T A B L E O F C O N T E N T S

		Pages
1.	INTRODUCTION	2
2.	ADMINISTRATION	2
	2.1 Personnel	2
	2.2 Budgets	5
	2.3 Space-Building	5
	2.4 Other Activities	5
3.	COLLECTIONS	6
	3.1 Collection Enrichment	7
	3.2 Collection Management	7
	3.3 Collection Preservation	7
4.	PUBLIC SERVICES	7
	4.1 Circulation and Information	7
	4.2 Reference	8
	4.3 Bibliographic Instruction	8
	4.4 Annual Evaluation of Library Services	9
5.	TECHNICAL SERVICES	9
6.	CONCLUSION	10
	Appendix 1 Statistical Tables	11-21
	Appendix 2 Library Personnel	22
	Appendix 3 Organization Chart	23
	Appendix 4 Operational Expenses	24
	Appendix 5 Capital Budget	25
	Appendix 6 Materials Budget Statistics	26
	Appendix 7 Financial Statement-Materials	27-28

1.	INTRODUCTION	2
2.	ADMINISTRATION	2
	2.1 Personnel	2
	2.2 Budgets	2
	2.3 Space-Building	2
	2.4 Other Activities	2
3.	COLLECTIONS	4
	3.1 Collection Enrichment	7
	3.2 Collection Management	7
	3.3 Collection Preservation	7
4.	PUBLIC SERVICES	7
	4.1 Circulation and Information	7
	4.2 Reference	8
	4.3 Bibliographic Instruction	8
	4.4 Annual Evaluation	9
5.	TECHNICAL SERVICES	9
6.	CONCLUSION	10
	Appendix 1 Statistical Tables	11-21
	Appendix 2 Library Personnel	22
	Appendix 3 Organization Chart	23
	Appendix 4 Operational Expenses	24
	Appendix 5 Capital Budget	25
	Appendix 6 Materials Budget Statistics	26
	Appendix 7 Financial Statement-Materials	27-28

Digitized by the Internet Archive
in 2025 with funding from
University of Alberta Library

1. INTRODUCTION

The year 1989-90 was notable because of the considerable increase to the duties of every employee. In spite of these increases, the FSJ Library has not yet succeeded in obtaining new permanent positions. Nevertheless, the temporary employees obtained through special programs and through funds which the Faculté allocated to the Library, helped tremendously in completing all the work. Without these temporary employees, a lot of backlog would have resulted in every unit. We can therefore say that the year 1989-90 was a profitable one.

2. ADMINISTRATION

2.1 Personnel

Fortunately, there were no resignations and therefore no changes to the permanent staff during 1989-90.

Several temporary positions were obtained. Patricia Morin was appointed to a clerk position on May 23 under the 6 month Employment Skills Program, which is entirely funded by the provincial government. She left on September 30, for a permanent position, 6 weeks before the end of the project. Fabrice Taylor was hired as a clerk in Acquisitions from May 2 to August 31 under the STEP Program. The Post Secondary Internship and Training Program enabled us to hire Diane Audet as a clerk in Technical Services from July 5, 1989 to January 2, 1990. Following that, Diane worked on a part time basis in Acquisitions thanks to funds obtained from the Faculté Saint-Jean. These same funds allowed Cecilia Acat to contribute many supplementary hours to Acquisitions as well. Zahra Sadki started her work experience as a clerk on February 12, under the "PIP" Program, which is entirely funded by the federal government. She will be with us until August 17, 1990.

Eight students were hired in September to keep the Library opened during evenings and on week-ends during the fall and winter sessions. As well, another student was hired to shelve returned books. For a complete list of Library Personnel during 1989-90, see Appendix 2.

All members of the staff participated in committee work, not only at the local level, but at the system level and in the French community as well. The committees on which they served are as follows:

Faculté Saint-Jean, FSJ Library and the French Community

- ACFAS (Association canadienne française pour l'avancement des sciences), Edmonton chapter.

- Comité de la Bibliothèque FSJ
- Comité de l'ACFA (Association canadienne française de l'Alberta) for the improvement of French services in the Edmonton Public Libraries
- Comité du développement des collections
- Comité du Théâtre français d'Edmonton
- Conseil de la Faculté
- La Presse Active

Library System

- Area Coordinators Management Group
- Alberta Education Indexing Committee
- APLUA
- Behind the Books
- Cataloguing Management Group
- CLA Conference Planning Committee (Facilities, Interest Groups, and Exhibits)
- Collection Development Committee
- Collections Conservation Committee
- Computer Search Services Committee
- Disaster Contingency Committee
- Emergency Procedure Committee
- Library Council
- Library Salaries and Promotions Committee
- Library Tenure Committee
- Public Services Committee
- Staff Travel Committee

The most important conferences and workshops attended by library staff were as follows:

- DOS & Microsoft Works Training - Edmonton, February 1989.
- Preservation Workshop - Edmonton, March 2, 1989
- Advanced Management Skills Institute, OMS - Jasper, April 21-26, 1989.
- Colloque 1989: Histoire des missionnaires Oblats dans l'Ouest et le Nord canadiens - Edmonton, May 17-19, 1989.
- Sexual Harassment Workshops - Edmonton, June, 1989.
- The Depository Services Program, Canadian Government Publishing Center - Edmonton, June 21, 1989.
- CLA Conference - Edmonton, June 22-25, 1989.
- Electronic Mail Facilities on MTS - Edmonton, July & August, 1989.
- MTS & Editor Fundamentals - Edmonton, July & August, 1989.
- Introduction to the IBM-PC - Edmonton, July & August, 1989.
- IFLA Conference - Paris, France, August 19-25, 1989.
- Advanced IBM-PC - Edmonton, September 18, 20 & 22, 1989.
- Congrès du CEFCO (Centre d'études franco-canadiennes de l'Ouest) - Winnipeg, October 12-14, 1989.
- Congrès du Conseil français de l'A.T.A. (Alberta Teachers Association) - Edmonton, October 21-22, 1989.
- Employee Assistance Program, U. of A. - Edmonton, November 20, 1989.

- ACFAS (Association canadienne-française pour l'avancement des sciences), 2 lectures - Edmonton, November 16 and December 8, 1989.
- Benefits Parity for Support Staff, U. of A. - December 6, 1989.

Michel Boucher gave a lecture on indexation on April 5 to the students enrolled in the program "Techniques d'administration du bureau" at Alberta Vocational Center. He also reviewed two books on C.H.F.A. radio station and was interviewed on the cultural activities which took place in June at the Edmonton Public Library. Danielle Bugeaud and Jacqueline Girouard wrote an article on the Oblate collection, which appeared in the summer 1989 issue of Library Editions. The article was translated in French by Danielle and was sent to all professors at the Faculté. On March 28, 1990, Juliette Henley acted as a resource person for a presentation on "The small library in an academic environment" for Professor Robin Inskip's class of the Faculty of Library and Information Studies.

2.2 Budgets

The operational budget is outlined in Appendix 4. Total operational expenses increased 22% over last year. This increase is mostly due to the work accomplished in Technical Services on the retroconversion project. It increased UTLAS costs.

The items obtained due to the capital budget appear in Appendix 5. It is a fairly impressive list in spite of budgetary restrictions.

The Library System's allocation for materials remained the same as last year, that is \$85,000. This amount was protected against budgetary cuts. The Faculté Saint-Jean allocated \$16,000 to the FSJ Library for materials. Furthermore, it gave amounts of \$416.50 and \$552.75 for the purchase of beautiful volumes to honor the graduates of 1989 and 1990. Total new funds for 1989-90 were therefore \$101,969.25, a decrease of 3% from last year. Since the transfer of committed funds from last year's budget was fairly high, that is \$37,730.43, the total budget stood at \$139,699.68 (see Appendix 6). The allocation of the budget as well as the committed and expended amounts for each discipline are presented in Appendix 7. In January and March, it was necessary to re-distribute some of the allocations since we did not have enough requests waiting to be ordered in some disciplines and since the funds had to be committed, if not spent, by the end of the fiscal year. Unfortunately, the Education sector suffered the biggest loss of funds at the time of the re-distribution. It is therefore very important for each discipline to always have requests waiting to be ordered; the people involved in the discipline should do selection work on a regular basis to avoid losing their allocation.

A total of \$10,356.07 was available in the AEEF account (Advanced Education Endowment Fund) and \$1,237.18 of that fund was spent in 1989-90.

An amount of \$2,810 was allocated to us by the Library System for bindery; we spent \$3,076.95. With those funds, we succeeded in getting 44 monographs and 394 periodical volumes bound.

2.3 Space - Building

The Faculté Saint-Jean made available funds to purchase new furniture for the study room; 36 new study carrells and 36 new chairs were received in September. Students very much appreciated this expenditure by the Faculté.

At the beginning of November, eroded pipes from the chemistry lab started leaking in the reference room as well as in the microform room. Fortunately, only a few music books were damaged. All the pipes had to be replaced, therefore until the end of December it was like a construction zone in both rooms as well as in Michel Boucher's office. All the reference books had to be moved to booktrucks, microform readers & printers were moved out of service and all microform cabinets had to be covered with large plastics. We very much appreciated the understanding of users who waited patiently, in spite of the mess and the noise, for everything to come back to order.

In the fall the Faculté allocated a storage room to the Library, Room B-3 which is located in the building known as the old Presbytery. This room will take in all the books which do not circulate frequently but which we want to keep for research purposes.

2.4 Other Activities

During the Oblate Symposium, on May 19, a reception was held to officially name the special collection room "Salle Durocher", in honor of Father Durocher, the first professional librarian at the Faculté, and to thank the Oblates for their important collection. A plaque was installed on the door of Salle Durocher and a portrait of Father Durocher was installed inside the room.

A policy on the use of the special collection was written by Danielle Bugeaud and Michel Boucher and was approved by "Le Comité de la Bibliothèque" at its September meeting. The policy was sent to all professors.

Requests were made again this year to the Library System for the cataloguing position, which has been temporary since 1987, to be made into a permanent position, and to change the half-time secretary's position to a full time position. As well, two additional positions were requested, one in Acquisitions and one in Circulation. We cannot continue to experience the growth of the past years in all units without any new positions.

Unfortunately none of these requests were approved due to budgetary restrictions. Fortunately our requests for temporary positions under special projects were approved as we have already mentioned.

The PACCR study of the Library System was started in 1989-90. Each branch or unit did its self-study. The date for the final report of the Library System was extended in order to allow the new Director of Libraries to participate in the direction and in the recommendations which will be made in the final report.

3. COLLECTIONS

3.1 Collection Enrichment

Requests for materials by professors and librarians decreased by 22% in 1989-90 (Table 7). In spite of this decrease, there were sufficient requests to spend or commit the budget in its entirety. It is desirable to always have requests waiting to be ordered. If new funds become available during the year, it is much easier to commit the funds before the end of the fiscal year when there are a lot of requests waiting to be ordered.

There was a 16% increase in actual orders over last year. With regards to the receipt of materials, 3,534 new monograph titles (4,194 items) were received, representing increases of 37% in titles and 16% in volumes over last year (table 8). Furthermore, 23 new periodical titles and 6 new standing order titles were received.

Thanks to the work of Fabrice Taylor, all requests for materials from professors and librarians were keyed in the computer. Furthermore, all donations were verified. There was a 2 year backlog in these 2 areas, therefore Fabrice's help was very much appreciated. With regards to donations, 309 titles (596 items) with a value of \$8,977.90 were kept. Another 266 titles (483 items) were also received and verified but were not kept; they were instead directed to other libraries. The large increase which appears in Table 8 with regards to the receipt of donations in 1989-90 in comparison to the previous year is a bit misleading. All donations were received in the past 2 years, however since we were not able to evaluate these donations during 1988-89, the work was done in 1989-90.

Thanks to the help of Cecilia Acat and of Diane Audet, Diane DeLongchamp succeeded in keeping most of tasks up to date in Acquisitions, in spite of increases in the quantity of work related to each task.

As of this year, we receive at no charge BIEF - La Banque internationale d'information sur les Etats francophones (23,000 bibliographic records) from the Secretary of State in Ottawa. It is comprised of a series of microfiches located in the microform

room. The documents referred to in these microfiches are available through inter-library loans, since most documents are held by Canadian universities, by the Canadian Agency for International Development and by the Research Center for International Development. BIEF publishes as well the magazine L'Excluse which is also available at the FSJ Library.

The French Consulate in Edmonton also sends us at no cost the weekly French paper Le Monde.

As illustrated in Table 10, the total collection now stands at 73,546 titles comprising 109,538 items.

3.2 Collection Management

Since we were lacking space, a weeding project was done during the summer of 1989 in the Science collection. Certain books which do not circulate often but which are to be kept for research were designated for the storage area; others were designated for the special collection while others were completely withdrawn from the collection. All science professors and Heads of Sectors as well as Historians were invited to come & view those books from September to December to ensure that we were not withdrawing important titles from the collection.

During the summer we did many collection shifts in order to create space in certain sections. Denis La France also did the shelf reading for the entire collection, a long & tedious process which should be done more regularly but which we never have time to accomplish due to a lack of personnel.

3.3 Collection Preservation

During the summer, Patricia Morin undertook a project to clean all microfiches and microfilms. It is important to do this preservation work on a regular basis, but we seldom succeed in doing this unless we obtain help through special employment programs. The training for this project was offered by the Technical Services Unit at FSJ.

4. PUBLIC SERVICES

4.1 Circulation and Information

A new computer was acquired for the Circulation and Information unit. It will enable us to automate statistics as well as multiple administration and procedural tasks such as overdue notices, users lists, secretarial duties, etc.

The staff are very happy with the new CANON photocopier which was installed this past year in the microforms room. The users seem to appreciate it very much. Posters in French and in English

were hung over the photocopier on the copyright law and the photocopying restrictions which apply.

On the suggestions from some users, the Library was kept opened a few hours on Friday evenings instead of closing at 17:00 as in the previous year. Opening hours during the fall & winter sessions were therefore, 8:30 - 22:30 from Monday to Thursday, 8:30 - 20:30 on Friday, 12:00 - 19:00 on Saturday and 12:00 - 21:00 on Sunday.

Almost all services in the Circulation & Information Unit experienced increases again this year over last year. External circulation, including Reserve, increased 11% while Internal circulation increased 3%. Even though the turnstile statistics increased by 6%, there was a 10% decrease in the number of people using the study rooms. We think this is due to the pipe replacement project which lasted 2 months. There were enormous increases in some of the tasks accomplished such as a 204% increase in the reservation of documents and an 81% increase in overdue notices. It is difficult to explain these large increases since so many factors could have contributed to these. For a detailed report with regards to Public Services Statistics, consult Table 3 in Appendix 1.

4.2 Reference

Two shelving sections were added to the reference room, therefore the surplus of reference books which had been shelved in the stacks within 153A were brought back to the reference room.

As outlined in Tables 4 and 5, reference questions increased by 13% over last year at the circulation & information counter and by 18% at the reference desk. Automated searches also increased this year by 48%. After an interruption in service for several months, access to the vendor Questel Inc. (in Virginia) was re-established after it was sold by Prima-Telematic in Montreal. We were therefore able to once again offer searches of the Bulletin signalétique of C.N.R.S. in Paris which include the Humanities and Social Sciences (FRANCIS) and the Pure Sciences (PASCAL). As well, we were able to re-establish service with some Québec databases which PRIMA - Telematic had abandoned. The databases are now made available through another vendor: "Services documentaires multimedia, Inc." in Montréal.

4.3 Bibliographic Instruction

The revision of the users guides was done. Furthermore, Michel Boucher worked on entirely new editions of the bibliographic hand-outs making them shorter and more subject-specific.

Bibliographic instruction sessions were organized for the months of September and October. We succeeded much better than in previous years in reaching new students due to the tremendous cooperation of certain professors who came with their classes to

the Library for a session. The total number of sessions increased from 12 the previous year to 23 this year and participants increased from 120 to 328. This demonstrates that some professors are very much interested in the Library. Consult Table 6 for more details.

4.4 Annual Evaluation of Library Services

There are two reasons why the annual evaluation of services, offered by the Library, was not done this year. Since the use of our services keeps increasing from year to year, and that in spite of these increases, we have not succeeded in obtaining new positions, there comes a time when we have to abandon certain tasks as we do not have sufficient time to accomplish them. The evaluation was one of them. Secondly, the low participation rate in last year's survey, as well as the repetition of the same comments from year to year indicated to us that the feelings of users with regards to our services don't change much from year to year. Unless we can offer to our users new services that they've requested, which would only be possible with more staff, more space and more automation, their feelings and comments will not change. Due to budgetary restrictions, the conditions which have a bearing on our services have not changed; we believe, therefore, that the evaluation of our services should not be done as often; it could be done possibly every 2 or 3 years instead of on an annual basis.

5. TECHNICAL SERVICES

The year was marked by the highest number of titles ever catalogued in one year, that is 3,857 (Table 11). This represents an increase of 320 titles or 9% over the previous year. It is clear in Table 12 that the cataloguing of government publications and retroconversion of manual records diminished in 1989-90. The cataloguing of monographs, however, increased tremendously, that is 3728 titles in 1989-90 compared to 2,455 titles in 1988-89. The creation of new authority records also increased by 56% in 1989-90. There also was an increase of 31% in original bibliographic records created during the year. Original cataloguing demands more time from a cataloguer than does the revision of a derived record.

The decrease in the cataloguing of serials (the cataloguing of this entire collection was almost completed the previous year) explains the decrease in the number of items processed, as we did not have to process so many large series comprising multiple volumes. There was, however, large increases with regards to data input in the FSJ bibliographic database, that is 31% for bibliographic records and 56% for authority records (Table 13). Table 14 shows that in 1989-90 we have 15,111 bibliographic records and 6,152 authority records in our FSJ automated database.

From July to December, Diane Audet worked on the retroconversion project. More than 1250 records were searched in REFCATTS. Following this, 2,347 records were entered on disquettes and were sent to UTLAS in Toronto for verification. These records will be added to our automated database in the next edition of our full COM catalogue in September.

During the summer a project to label all periodical boxes was started and will be continued during the summer of 1990. This helps tremendously with the re-shelving of unbound periodical issues on the first floor.

In October, a new printer was installed in Technical Services. This heavy duty model gives us a much superior product with regards to the labels that are used in the processing of documents.

With the beginning of the fall session in September, Jacqueline Girouard started to participate in reference service, from 16:00 to 20:00 on Monday evenings, to assist Michel Boucher in Public Services.

A major up-date of the periodicals list was done in December. This list continues to be a working tool appreciated by everybody.

Further to the increases realized in Technical Services, the staff of that Unit contributed to the preparation of bindery items in July and January, they participated in the bibliographic verification of orders in Acquisitions and to the processing of weeded documents. Danielle Bugeaud and Jacqueline Girouard continued to devote time to collection development. Jeanne Bennett contributed 152.5 hours of service at the circulation and information counter and there was a similar contribution by Carmen Kotylak.

6. CONCLUSION

Sincere thanks are expressed to all those who contributed in one way or another to the activities and development of the Library: the devoted staff of the FSJ Library; the members of the "Comité de la Bibliothèque; the Dean of the Faculté and his staff; the Director of the Library System and his staff; the Faculté teaching staff and finally our dear users. Without the devotion, cooperation and understanding of all these people, the progress accomplished this year would not have been possible.

ENROLMENT STATISTICS

TABLE 1
FSJ Students

	89-90	88-89	% Change
Full time	515	511	1%
Part-time	27	29	-7%
Total	542	540	0%

TABLE 2
New students

	89-90	88-89	% Change
Full time	146	176	-17%
Part-time	5	11	-55%
Total	151	187	-19%

PUBLIC SERVICES STATISTICS

TABLE 3
Circulation and Information

	89-90	88-89	% Change
Circulation-Summary Report			
Total external circulation (including Reserve)	14,576	14,920	11%
Special borrower circulation			
Internal circulation	10,781	10,507	3%
Total holds incl. Reserve	313	103	204%
Total recalls	4	7	-43%
Total overdue notices	538	297	81%
Turnstile	49,523	46,612	6%
External Circulation			
Monographs Day	7,066	6,988	1%
Evenings & week-ends	4,434	3,753	18%
Periodicals Day	1,069	882	21%
Evenings & week-ends	259	375	76%
TOTAL EXTERNAL CIRCULATION	13,228	11,998	10%
Internal Circulation			
Monographs Day	2,792	1,927	53%
Evenings & week-ends	5,309	4,949	7%
Periodicals Day	1,056	1,467	-28%
Evenings & week-ends	1,624	2,264	-13%
TOTAL INTERNAL CIRCULATION	10,781	10,507	3%
Overdue notices	538	297	81%
Searches	190	150	27%
Holds	80	42	90%
Recalls	4	7	-43%
Lost books	25	0	ERR
Missing books	28	30	-7%
Fines notices	128	100	28%
Reserve Room			
Loans Day	2,182	2,149	2%
Evenings & week-ends	1,166	773	51%
TOTAL LOANS FROM RESERVE	3,348	2,922	15%
Holds placed	233	61	282%
Turnstile	49,523	46,612	6%
Interlibrary loans			
Dept. loans requested	86	75	15%
ILLD requested	14	13	162%
FSJ loans to dept.	1	0	ERR
FSJ loans to other libraries	23	25	-8%
Books returned to main campus	156	167	-7%
Av. no. of people in the study rooms			
Day	9.0	10.0	-10%
Evenings & week-ends	11.9	13.6	-13%
	8.0	6.4	-6%

TABLE 4

Reference service

		89-90	88-89	% change
Directional	Info/Circulation Desk			
	- Day	541	711	-24%
	- Ev. & week-end	216	309	-30%
	- Total	757	1,020	-26%
	Reference Desk			
	- Day	3	2	50%
	- Ev. & week-end	0	8	-100%
	- Total	3	10	-70%
	GRAND TOTAL	760	1,030	-26%
Quick Ref.	Info/Circulation Desk			
	- Day	748	541	38%
	- Ev. & week-end	592	249	138%
	- Total	1,340	790	70%
	Reference Desk			
	- Day	3	12	-75%
	- Ev. & week-end	9	3	200%
	- Total	12	15	-20%
	GRAND TOTAL	1,352	805	68%
Extended Ref.	Info/Circulation Desk			
	- Day	451	455	-1%
	- Ev. & week-end	258	215	20%
	- Total	709	670	6%
	Reference Desk			
	- Day	1,401	1,184	18%
	- Ev. & week-end	210	164	28%
	- Total	1,611	1,348	20%
	GRAND TOTAL	2,320	2,018	15%
Info/Circulation Desk	TOTAL	2,806	2,480	13%
Reference Desk	TOTAL	1,626	1,373	18%

TABLE 5

Automated searches

		89-90	88-89	% change
Online public:	Fast	29	0	ERR
	Extended			
	- # requests	69	66	5%
	- # db's searched	136	123	11%
	TOTAL Public	98	66	48%
non-public:	(Collections, Admin., Demonstrations)			
	# searches	3		ERR
	# databases consulted	3		ERR

TABLE 6

Bibliographic Instruction

		89-90	88-89	Change %
Library Instruction				
Tours	- Sessions	11	2	450%
	- Teaching hrs	2.45	1.00	145%
	- Students	77	8	963%
Basic Instruction	- Sessions	7	5	40%
	- Teaching hrs	6.50	5.00	30%
	- Students	35	48	-27%
Spec. Instruction	- Sessions	16	7	129%
	- Teaching hrs	12.75	7.00	82%
	- Students	293	72	307%
TOTAL INSTRUCTION	- Sessions	23	12	92%
	- Teaching hrs	19.25	12.00	60%
	- Students	328	120	173%

COLLECTION STATISTICS

TABLE 7

Acquisitions - Orders

	1989-90	1988-89	% Change
Number of requests			
Priority number 1	3132	2823	11%
Priority number 2	830	1599	-48%
Priority number 3	340	1060	-68%
Total	4302	5482	-22%
Actual orders			
Monographs	2759	2414	14%
New periodical titles	48	15	220%
New standing orders	3	3	0%
Total	2810	2432	16%
Cancellations			
Monographs	7	30	-77%
Periodicals	0	0	ERR
Standing orders	0	0	ERR
Total	7	30	-77%
Claims			
Monographs	5	6	-17%
Serials	139	28	396%
Total	144	34	324%
Ceased publications			
Periodicals	3	7	-57%
Standing orders	0	0	ERR
Total	3	7	-57%

TABLE 8

Acquisitions - Receipts

	1989-90		1988-89		% Change	
	Titles	Items	Titles	Items	Titles	Items
Monographs						
Regular books	2369	2643	1231	1322	92%	100%
Approval plan	559	601	321	341	74%	76%
Government documents	118	123	411	436	-71%	-72%
Microforms	156	421	439	1293	-64%	-67%
Audio-visual materials	23	23	3	7	667%	228%
Donations*	309	375	179	209	73%	79%
Monographs continuations	--	8	--	3		167%
Total	3534	4194	2584	3613	37%	16%
Serials						
Periodicals		3635		3065		19%
Government documents		1472		1344		10%
Microforms		259		1312		-80%
Standing orders		14		12		17%
Donations*		221		0		
New periodical titles	23	--	9	--		--
New standing orders	6	--	1	--		--
Total	29	5601	10	5733		-2%
GRAND TOTAL OF RECEIPTS	3563	9795	2594	9346	37%	5%
Title Changes						
Periodicals	1	--			ERR	ERR
Standing orders	0	--				
Receipts-Variou						
Catalogues, brochures, publicity, etc.		1809		1352		34%

Note:

* Value of donations : 1988-89 - \$2,899.30
 1989-90 - \$8,977.90

Besides the donations kept, we received and verified 266 titles (483 volumes) which we did not keep.

TABLE 9

Bindery

	89-90	88-89	% Change
Books	44	134	-67%
Periodicals	394	271	45%
	<hr/>	<hr/>	<hr/>
Total	438	405	8%
Allocation	\$2,810.00	\$3,200.00	-12%
Spent	\$3,076.95	\$2,586.98	19%

TABLE 10

Total Collection

	Added in 89-90		88-89		TOTAL	
	Titles	Items	Titles	Items	Titles	Items
MONOGRAPHS						
General collection	3237	3627	46459	60464	49696	64091
Special collection	--	--	11907	15717	11907	15717
Microforms - microfilms	0	0	38	41	38	41
- microfiches	156	421	4283	11762	4439	12183
Total (Mcrf.)	156	421	4321	11803	4477	12224
Audio-visual	23	23	4	8	27	31
Government documents	118	123	7314	9338	7432	9461
Volumes withdrawn	-551	-682	0	0	-551	-682
TOTAL MONOGRAPHS	2983	3512	70005	97330	72988	100842
SERIALS						
General collection	29	394	354	3173	383	3567
Special collection			*	*	*	*
Microforms - microfilms	0	48	69	1534	69	1582
- microfiches	0	211	11	3336	11	3547
Total (Mcrf.)	0	259	80	4870	80	5129
Government documents	0	**	95	**	95	**
TOTAL SERIALS	29	653	529	8043	558	8696
TOTAL COLLECTION	3,012	4,165	70,534	105,373	73,546	109,538

NOTES

* - Separate statistics were not kept for periodicals, therefore the number of periodicals is included in the number of monographs.

** - The number of serials volumes for government documents is included in the number of volumes for the general collection.

TECHNICAL SERVICES STATISTICS

TABLE 11

Cataloguing

	89-90	88-89	% Change
Titles catalogued			
Original records	573	437	31%
Derived records	3234	2308	40%
Recon records	50	792	-94%
	-----	-----	-----
Total titles catalogued	3857	3537	-100%
Authorities			
New entries	2138	1373	-100%
Corrections			
Authority records	15	13	1823%
Bibliographic records	250	231	-100%
	-----	-----	-----
Total	265	244	ERR
Added copies or volumes			
Monographs	209	109	-100%
Serials	303	203	152%
	-----	-----	-----
Total	512	312	-99%
Cataloguing staff	3	3	0%
Hours of work			
Number of hours spent on cataloguing activities	1,784.00	1,705.75	5%
Number of hours spent on other activities **	3,071.50	3,110.75	-1%
	-----	-----	-----
Total	4,855.50	4,816.50	1%

Notes:

- ** - Other activities include meetings, correspondence, committee work, public services work collection development, staff training, readings of manuals, administration and absences, including annual vacation.

TABLE 12

Titles catalogued by collection and processing statistics

	89-90		88-89	
General Collection	Titles	Items processed	Titles	Items processed
- Monographs	3207	3448	1443	1927
- Serials	60	161	135	1073
- Total	3267	3609	1778	3000
Government documents				
- Monographs	480	502	797	901
- Serials	17	88	150	1573
- Total	497	590	947	2474
Microforms				
- Microfilms - Monographs	0	0	0	0
- Serials	0	0	0	0
- Microfiches - Monographs	0	0	0	0
- Serials	0	0	0	0
- Total	0	0	0	0
Special Collection				
- Monographs	41	57	15	16
- Serials	2	4	5	28
- Total	43	61	20	44
Recon Records				
- Total	50	--	792	--
Added copies or volumes				
- Monographs		209		108
- Serials		303		203
- Total		512		312
Grand total of titles catalogued				
Grand total of items processed	3857	4772	3637	5630

TABLE 13

Data Input

	89-90	88-89	% Change
Regular bibliographic records	3135	2386	31%
Recon records	32	746	-96%
Total bibliographic records added to the FSJ database	3167	3134	1%
Authority records	2138	1373	56%
Number of staff in data input	1	1	0%

TABLE 14

Total records in the FSJ database

	Bibliographic records			Authority Records	Total
	Regular	Recon	Total		
84-85	484	-	484	-	484
85-86	932	-	932	-	932
86-87	3087	750	3837	1475	5312
87-88	2817	740	3557	1166	4723
88-89	2386	746	3134	1373	4507
89-90	3135	32	3167	2138	5305
GRAND TOTAL	12843	2268	15111	6152	21263

PERMANENT POSITIONS

Acat, Cecilia	October 1988-	Secretary
Bennett, Jeanne	April 1987-	Library Assistant-Cataloguing
Boucher, Michel	August 1984-	Head of Public Services
Bugeaud, Danielle	April 1986-	Head of Technical Services
DeLongchamp, Diane	November 1983-August 1988	Library Assistant-Public Services
	August 1988-	Purchasing/Administrative Assistant
Hanley, Juliette	October 1983-	Head Librarian
Kotylek, Carmen	September 1988-	Clerk-Cataloguing
LaFrance, Denis	September 1988-	Library Assistant-Public Services

TEMPORARY POSITIONS

Audet, Diane	September 1986-April 1987	Student Helper
	June 1989-January 1990	Government Internship Program
	January 1990-	Part time in Acquisitions
Drapeau, Dany	March 1989-april 1989	Student Helper
Fagnon, Vivianne	September 1989-	Student Helper
Callagher, Daniel	September 1986-April 1989	Student Helper
Girouard, Jacqueline	July 1987-	Temporary Cataloguer
Hua, Wen	September 1989-	Student Helper
Lapointe, Richard	February 1989-April 1989	Student Helper
Levoie, Eric	September 1989-	Student Helper
Leblanc, Roch	January 1989-	Student Helper
Ménard, Gilles	September 1989-	Student Helper
Morin, Patricia	May-September 1989	Employment Skills Program
Mounseef, Donia	September 1989-	Student Helper
Poulin, Yolaine	September 1989-	Student Helper
Roux, Caroline	September 1987-April 1989	Student Helper
Russell, Hélène	September 1988-April 1989	Student Helper
Sadki, Zahra	February 1990-	PIP Program
Taylor, Fabrice	May 1989-August 1989	STEP Program
	September 1989-	Student Helper



O P E R A T I O N A L E X P E N S E S

	89-90	88-89	% Change
3010 Travel	--	--	
3210 Staff travel	330.00	--	
4010 Postage	374.61	242.28	63%
4030 Long distance telephone	466.64	1,564.39	-69%
4040 Electronic mail	121.58	--	
4110 Telephone rental	80.73	152.64	-47%
4201 Supplies and sundries	3,735.21	5,475.36	-32%
4252 Freight and deliveries	--	84.01	
4273 Operating maintenance and project charges	312.41	135.95	130%
4282 Printing	466.35	317.23	47%
4320 Computing Services	230.64	192.83	20%
4711 Database rental	758.11	1,394.47	-46%
4720 Photocopy equipment	700.01	1,067.98	-34%
4730 UTLAS #	60,456.86	46,359.80	30%
5010 Maintenance of equipment	3,502.25	1,642.35	113%
6760 Training - Academic	--	170.54	
6860 Training - Non-academic	35.00	--	
Total	\$71,610.41	\$58,799.83	22%

Note :

- Amounts of \$7,465.43 in 88-89 and \$7,100.33 in 89-90 are attributed to the Cataloguing section at the Cameron Library since it has a sub-account under our account. We share this account in order to take advantage of the flat rate offered by UTLAS to its clients.

ARTICLES OBTAINED IN 1989-90

1. Microfiche reader for Technical Services.
2. Sanyo microcomputer, monitor, keyboard, modem hard disk and EPSON printer for the circulation area.
3. Telephone line for the microcomputer.
4. A microcomputer table for Room 161.
5. Replacement of all pipes over Rooms 153, 153B and 153C.
6. A heavy-duty printer for Technical Services.
7. A book truck for Room 163
8. One section of shelving for Room 163.
9. Two sections of shelving for Room 153B.
10. One section of shelving for Room 161.
11. Two "Microsoft Works" software.
12. One "Multic" software.
13. One "PFS File" software.
14. Anchoring of the shelving in Salle Durocher to ensure security.
15. Two humidifiers for Rooms 163 and 165.
16. A heater for Room 025.
17. A chair for the Head of Technical Services.
18. A consultation table and high stool for Technical Services.
19. A sensitizer/desensitizer for Technical Services.
20. A table for Room 153.

ARTICLES OBTAINED FROM FACULTE SAINT-JEAN IN 1989-90

1. Thirty-six study carrels for Room 154.
2. Thirty-six chairs for Room 154.

MATERIALS BUDGET STATISTICS

<u>REGULAR BUDGET</u>	Funds available		% Change
	89-90	88-89	
New funds:			
Base budget allocation	85,000.00	85,000.00	0%
Bureau du Québec	--	890.70	
Faculté funds (from Secretary of State)	16,000.00 *	18,000.00	-11%
Faculté funds (from "Bureau du Québec").	--	1,000.00	
Faculté funds (1989 graduates)	416.50	--	
Faculté funds (1990 graduates)	552.75	--	
	-----	-----	-----
	101,969.25	104,890.70	-3%
Transfer from the preceding year	37,730.43	221.82	
	-----	-----	-----
TOTAL REGULAR BUDGET	\$139,699.68	\$105,112.52	33%

Notes :

* An amount of \$20,000. from the Secretary of State was allocated by the Faculté to the Library but, \$4000 was allocated to casual salaries in the Acquisitions area.

<u>AEFF BUDGET</u>	Spent -----	Credit -----	Balance -----
Amount available on April 1, 1989			10,356.07
Amount added to this account in 1989-90		1050.01	11,406.08
Expenditures in 1989-90	1237.16		10,168.90

FINANCIAL STATEMENT - MATERIALS

Appendix 7

1989-90

CODE	HUMANITES ET BEAUX-ARTS	TRANSFERT :		ALLOCATION :		REDISTRI- :		ENGAGE	DEPENSE	SOLDE
		DE L'ANNEE	PREC. :	ALLOCATION :	DE LA :	BUTION :	ALLOCATION			
				1989-90 :	FACULTE	JANV & MARS :	TOTALE			
420-20-320	Anglais	189.80		769.58	415.67		1,375.05	1,014.80	372.82	(12.57)
420-20-280	Art dram. et Art de la scène	192.20		1,072.73	490.34		1,755.27	832.15	982.21	(59.09)
420-20-585	Etudes religieuses	161.90		567.48	365.89	1,185.00	2,280.27	650.80	1,652.75	(23.28)
420-20-335	Français/Canadien-Français	3,539.90		6,428.32	1,809.55	1,100.00	12,877.77	3,659.44	9,285.74	(67.41)
420-20-438	Humanités	122.40		383.22	320.50	(180.00)	646.12	154.25	490.93	0.94
420-20-255	Lettres classiques	260.00		561.54	364.42	960.00	2,145.96	762.00	1,417.89	(33.93)
420-20-535	Musique	48.90		858.74	437.63	150.00	1,495.27	571.90	971.71	(48.34)
420-20-550	Philosophie	285.90		603.15	374.67	550.00	1,813.72	427.20	1,423.11	(36.59)
TOTAL		\$4,801.00		\$11,244.76	\$4,578.67	\$3,765.00	\$24,389.43	\$8,072.54	\$16,597.16	(\$280.27)
<u>EDUCATION</u>										
421-20-050	Adm Scol;média;év.en éd;fam;	797.89		1,138.11	506.45	(685.00)	1,757.45	163.95	1,593.20	0.30
421-20-051	Curr.et méthodologie;ed.phys.	0.00		4,573.77	1,352.73	(3,920.00)	2,006.50	536.95	1,471.26	(1.71)
421-20-052	Enseignement pratique	1,916.40		3,147.20	1,001.34	(2,735.00)	3,329.94	783.90	2,546.40	(0.36)
421-20-053	Fondements en éducation	627.10		1,161.89	512.30	(920.00)	1,381.29	366.25	1,012.56	2.48
421-20-054	Psychologie de l'éducation	1,439.55		1,429.37	578.19	(675.00)	2,772.11	499.70	2,271.69	0.72
421-20-055	Ed. permanente (Andragogie)	190.90		591.26	371.74	80.00	1,233.90	684.70	552.27	(3.07)
TOTAL		\$4,971.84		\$12,041.60	\$4,322.75	(\$8,855.00)	\$12,481.19	\$3,035.45	\$9,447.38	(\$1.64)
<u>SCIENCES SOCIALES</u>										
422-20-215	Anthropologie	372.60		650.70	386.38	1,100.00	2,509.68	820.60	1,691.76	(2.68)
422-20-233	Comptabilité	0.00		300.00	300.00	100.00	700.00	523.40	186.57	(9.97)
422-20-285	Economie	139.85		549.66	361.49	600.00	1,651.00	653.60	1,015.52	(18.12)
422-20-345	Géographie	468.50		1,310.49	548.91	(875.50)	1,452.40	340.40	1,106.65	5.35
422-20-360	Histoire	781.30		1,120.28	502.05	1,325.00	3,728.63	755.65	3,038.55	(65.57)
422-20-590	Linguistique/Ling. romane	474.30		1,132.17	504.98	90.00	2,201.45	1,034.33	1,175.19	(8.07)
422-20-575	Psychologie	328.95		894.40	446.42	900.00	2,569.77	796.55	1,841.75	(68.53)
422-20-570	Science politique	456.55		947.90	459.60	1,025.00	2,889.05	1,024.90	1,934.05	(69.90)
422-20-056	Sciences sociales	214.75		603.15	374.67	175.00	1,367.57	207.96	1,225.86	(66.25)
422-20-615	Sociologie	255.00		823.07	428.85	925.00	2,431.92	1,250.95	1,185.86	(4.89)
TOTAL		\$3,491.80		\$8,331.82	\$4,313.35	\$5,364.50	\$21,501.47	\$7,408.34	\$14,401.76	(\$308.63)
<u>SCIENCES PURES</u>										
423-20-226	Biologie	395.90		965.73	463.99	900.00	2,725.62	1,265.95	1,586.43	(126.76)
423-20-245	Chimie	1,400.50		727.97	405.42	(360.00)	2,173.89	305.01	1,867.00	1.88
423-20-057	Entomologie/Zoologie	350.00		656.64	387.85	(160.00)	1,234.49	563.20	673.33	(2.04)
423-20-350	Géologie	39.90		300.00	300.00	375.00	1,014.90	155.90	867.08	(8.08)
423-20-265	Informatique	221.82		906.30	449.34	1,017.00	2,594.46	899.90	1,733.75	(39.19)
423-20-510	Mathématiques	59.00		811.19	425.92	545.00	1,841.11	587.90	1,355.83	(102.62)
423-20-560	Physique	87.00		513.99	352.71	700.00	1,653.70	466.95	1,201.91	(15.16)
TOTAL		\$2,554.12		\$4,881.82	\$2,785.23	\$3,017.00	\$13,238.17	\$4,244.81	\$9,285.33	(\$291.97)

Note: each code received a minimum of \$300

FINANCIAL STATEMENT - MATERIALS

1989-90

CODE	BIBLIOTHEQUE GENERALE	TRANSFERT :	ALLOCATION :		REDISTRI- :	ALLOCATION :		ENGAGE	DEPENSE	SOLDE
		DE L'ANNEE PREC. :	ALLOCATION :	DE LA :	BUTION :	TOTALE				
			1989-90 :	FACULTE :	JANVIER :					
424-00-000	Publications en série	2,870.99	30,000.00	0.00	160.00	33,030.99	1,154.00	31,888.55	(11.56)	
424-24-000	Envois d'office	11,837.05	10,000.00	0.00	(2,110.00)	19,727.05	2,957.05	16,770.82	(0.82)	
424-20-434	Publications officielles	739.75	1,000.00	0.00	(305.00)	1,434.75	248.00	1,186.45	0.30	
424-20-058	Quest canadien français	229.95	1,000.00	0.00	(690.00)	539.95	105.00	437.85	(2.90)	
424-20-059	Référence	476.20	5,000.00	0.00	832.75	6,308.95	2,725.75	3,623.14	(39.94)	
424-20-060	Bibliothéconomie	757.70	1,500.00	0.00	(210.00)	2,047.70	459.95	1,588.26	(0.51)	
TOTAL		\$16,911.64	\$48,500.00	\$0.00	(\$2,322.25)	\$63,089.39	\$7,649.75	\$55,495.07	(\$55.43)	
424-48-000	FONDS SUPPLEMENTAIRES									
FAC	Faculté: 4,748.83-570.84	4,177.99	0.00	0.00	0.00	4,177.99	0.00	4,179.24	(1.25)	
	Faculté: Classe de 1989			416.50	(416.50)	0.00	0.00	0.00	0.00	
	Faculté: Classe de 1990			552.75	(552.75)	0.00	0.00	0.00	0.00	
BQ	Bur. du Québec: 822.04	822.04	0.00	0.00	0.00	822.04	0.00	823.78	(1.74)	
TOTAL		\$5,000.03	\$0.00	\$969.25	(\$969.25)	\$5,000.03	\$0.00	\$5,003.02	(\$2.99)	
Montant à allouer		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GRAND TOTAL		\$37,730.43	\$85,000.00	\$16,969.25	\$0.00	\$139,699.68	\$30,410.89	\$110,229.72	(\$940.93)	

March 31, 1990

